

New Employees

In any organization, employees need to understand the organization, its structure and the culture. Set the tone for the behavior and culture you wish to grow. This gives employees a guide for boundaries and rules and sets the tone for your expectations.

New Employee Orientation Checklist

Employee Name: _____ Date of Hire: _____

Topics to discuss:

_____ Salary

_____ Employee benefits:

Vacation: *example: 10 days/year for year 1 to 5 (available immediately)*

Sick leave: *example: 5 days/year (earn immediately, available after probationary period)*

Holidays: *example: 8 days/year (available immediately)*

Group health and life insurance: *example: (after probationary period)*

Profit Sharing Plan: *example: (after one year)*

401(k) Plan: *example: (after one year, at open enrollment periods)*

_____ Work schedule, Time sheets, Pay schedule

_____ Workplace safety

_____ Procedures for getting office supplies and other purchases

_____ Telephone, fax, computer logon, network, etc.

_____ Parking, restrooms, etc.

Documents for employee:

_____ Employee Welcome Letter (Includes Mission Statement, Goals, etc.)

_____ Employee Handbook (The rules for your organization)

_____ List of Your Company Safety Practices

_____ "No Sexual Harassment Allowed" handout

_____ "Family & Medical Leave Act (FMLA)" handout (for employers with 50 or more employees in a 75-mile radius)

Forms to read, sign and return:

_____ Employee Acknowledgement Form (i.e., have received and read the Employee Handbook)

_____ Employment Eligibility Verification (Form I-9)

_____ Employee Withholding Allowance Certificate (Form W-4) for current year

_____ New Hire Reporting Form

_____ Individual Employee Training Documentation (workplace safety)

_____ Employee Data Sheet (emergency contact information)

_____ Your Company Application

Orientation information completed:

Employee: _____ Date: _____

Supervisor: _____ Date: _____